

# Lake County 4-H Project Report Form *for JR - INT - & SR 4-H Members*

*Place this sheet in the front of your record book (s). NOT for CLOVERBUD's*

Name: \_\_\_\_\_ Project: \_\_\_\_\_

Club: \_\_\_\_\_ Age on 9-1 of this 4-H year \_\_\_\_\_

Circle one: JR (ages 8-10) INT (ages 11-13) SR (ages 14-18)

**Please read the directions carefully before beginning.**

1. First complete your entire project Record Book.
2. Next be sure to complete your project summary. You can download this from the web and type your project summary or handwrite, you can also pick up this summary at the 4-H office. Be sure to complete all sections listed in the project summary to show your 4-H involvement.
3. Double check to be sure that you have completed all of the required sections. Your record book will be judged on all of them.

### Record Book Check List

Project Records

***Project Summary includes:***

Leadership

Community Service

Presentations

Club Activities

Project Pictures

Project Story




*Remember: Expectations for SR Record Books will be greater than for JR & Intermediate Record Books.*

*I certify that this record book is my own work and that sections completed using a computer were typed by me.*

\_\_\_\_\_  
4-H Member Signature

\_\_\_\_\_  
Parent or Guardian Signature

## Record Book Guidelines

**Project Records** This section applies to the majority of most record books. It includes all requirements for record keeping relative to the particular project. Examples include: Livestock care records, clothing construction records, records of meals prepared, completion of question/answer sections, etc.. Exact requirements vary by project. Scores will be based upon degree of completeness, accuracy, and detail. Pay close attention to detail and accuracy in financial record keeping. Parents are encouraged to help younger children, but all records must be completed by the 4-H'er.

**Report Form** All 4-H record books should have a report form included. The Project Report Form provides directions and a checklist that 4-H'ers should complete for every project book. Each Report Form should be complete including signatures in order to receive the full 10 points. Partial points should be awarded as deemed appropriate for incomplete Report Forms

**Project Summary** All 4-H record books should have a project summary included. The Project Summary serves to fill in gaps in records for projects not requiring information about general 4-H experiences. The Project Summary should be added to the back of each Record Book. If your book does not have a Project Summary they can be picked up at the 4-H office or downloaded from the 4-H website in adobe or word. You can type in this form and add additional pages as needed. Points will not be deducted for handwritten summaries. Remember this is where you can show how rewarding your 4-H experience was during the 4-H year. Guidelines for completing these sections in your Project Summary is listed below.

**Leadership:** Leadership is a big part of the 4-H experience. Examples of junior-level leadership are leading pledges and songs, hospitality chairman, committee membership, etc.. Examples of senior-level leadership are serving on a committee, teaching younger 4-H member, TLC membership, holding an office, etc.. Points should be awarded based upon extent of experiences. It may also include leadership outside of 4-H as a secondary consideration. Age will be taken into consideration.

**Community Service:** Community Service gives 4-H'ers an opportunity to give back to the community through their head, heart, health, and hands and includes community service performed as a club and/or individual. Emphasis should be on 4-H community service, but service outside of 4-H may be considered as well. 4-H'ers should provide a description of the community service accomplishment and the purpose for the community service. Points awarded based upon extent of service.

**Presentations:** Exhibiting verbally, or visually is a way to show what you have learned about your 4-H project. In this section you can list the demonstrations, speeches, exhibits, workshops, fair entries, and posters that you presented. Detail should be provided regarding the date, activity where presented, topic, and the level at which you participated in (individual, club, county, state, etc). *A minimum of one demonstration per project presented to the club is expected of each member.* Points awarded based upon extent of participation and detail provided.

**Club Activities:** Participating in activities with your club is very important to your 4-H experience. All activities that you participated in as a club, *not including community service* should be included in this section. Examples are: fund raisers, club recreation, workshops, judging trips, fairs, etc .. You may also include club meetings attended to illustrate level of participation at a club level. Points awarded based upon level of participation.

**Project Pictures:** For project pictures, be sure to include captions describing each photo. If possible show a progression of your project meaning: \*the beginning, \*work being done, \*your completed project. A minimum of three pictures is required, and should be of the 4-H project that you are reporting on. If your club was featured in the newspaper please attach the article or picture in this section, points will not be deducted if you do not have newspaper pictures. Pictures should meet the following criteria: from present 4-H year, have captions identifying or describing pictures, illustrate a variety of activities related to project (not all show-win pictures). Points awarded based upon minimum number of pictures and meeting above criteria.

**Project Story:** This is an important part of the record book, therefore it is worth 15 points. The story should include but is not limited to the following: what was learned, what was enjoyed, activities, highlights of the year, and things that might be done differently next year. It may also include: goals set and accomplished, goals for next year, and what 4-H has meant to them. Points awarded based upon detail, appropriate length for age, addressing required questions within story, grammar, neatness and spelling as appropriate for age of member.

**Overall Record** This includes neatness, spelling, grammar, level of completion, etc.. Computers may be used but will not be scored above neat handwritten records. *Be sure to have your Name, Club, and Record Book Title visible on the front outside cover of your book.* You do not have to use a special binder and points will not be deducted for the type of binder you use. You are being judged on the neatness and completion of your record book so do work a 4-H'er would be proud of. **GOOD LUCK!!**